

Intervention Plans: Creating an IRIP (Educator)

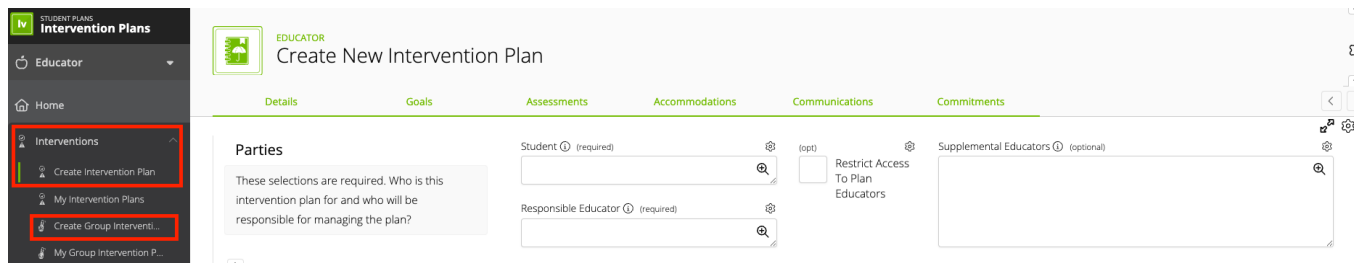
Here, you will learn to create and manage an Individualized Reading Improvement Plan (IRIP). A **Data Administrator Role** in the **Intervention Plans** application is responsible for setting up the framework.

Helpful Resources:

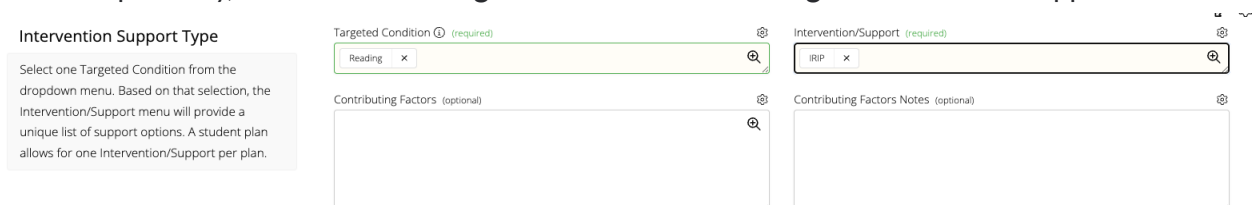
- [Individual Intervention Plan Guide \(Connect\)](#)
- [Group Intervention Plans Guide \(Connect\)](#)
- [Intervention Plans IRIPs Data Admin Setup](#)

This feature is found in the **Interventions Plans** application, under the **Educator's Role**.

1. Start by selecting Interventions in the left navigation menu, then choose **Create Intervention Plan**.
 - a. Alternatively, select **Create Group Intervention Plan**. This form will walk you through creating a new intervention plan for a **group in mass**, covering common details.
2. You will see a form that walks you through creating a new intervention plan.



3. In each section, you may choose selections by clicking the **magnifying glass** in the field, then selecting items by clicking the **checkbox** to the left.
 - a. **Plan section (Group Intervention Plan Only):** The label is the title you will use to identify your group intervention plan. This is for group interventions only. Individual labels will be covered later on in the Description section.
 - b. **Parties section:** These fields are required. Who is the intervention plan for, and who will be responsible for managing the plan? (**Student, Student Group, Responsible Educator**). Optionally, you may add Supplemental Educators and limit access (e.g., Restrict Access to Plan Educators or Read-Only).
 - c. **Intervention Support Type section:**
 - i. Select one **Targeted Condition: Reading**.
 - ii. Based on that selection, the **Intervention/Support** menu will provide a unique list of support options. Select **IRIP**.
 - iii. Optionally, select **Contributing Factors** and **Contributing Factors Notes** if applicable.





- d. **Schedule section:** Start and End Dates are required to save a plan. The **Detailed Schedule Information** can be used to identify specific days, times, locations, and other details unique to this plan.

Schedule

Start and end dates are required to save a plan. The detailed schedule section can be used to identify specific days, times, locations, etc. that are unique to this plan.

Start Date ⓘ (required)

End Date ⓘ (required)

Detailed Schedule Information ⓘ (optional)

- e. **Check-In section:** Select the frequency at which an individual will need to check in with the student and the allotted time for the session. This option is not required but highly recommended.

Check-In

Set the frequency that an individual will need to check in with the student and the time allotted for the session. This option is not required but highly recommended.

Frequency ⓘ (optional)

Duration ⓘ (optional)

- f. **Description section:** The label (Individual Plan only) can be used to distinguish between multiple plans for a single student. If you do not specify a label, the plan will automatically be labeled with the student's name. Optionally, fill in a description.

Description

The label can be used to distinguish between multiple plans for a single student: "Caleb Smith's Small-Group Reading Plan." If you do not specify a label, the plan will automatically be labeled with the student's name.

Label ⓘ (optional)

Description ⓘ (optional)

- g. **Intervention Outcome section (Individual Plan only):** Once completed or after each benchmark assessment, it is recommended that notes be added here.

Intervention Outcome

Outcome (optional)

- h. Once complete, you will be asked to confirm that all required fields are filled in before saving the basic plan information and continuing to the additional subpages. If you see the **Validate button**, a required step is incomplete; please review. Once all required fields are completed, click **Save**.

4. You will now see the **Manage Intervention Plan** page with several subpages (tabs) at the top. It will default to the **Details** tab.

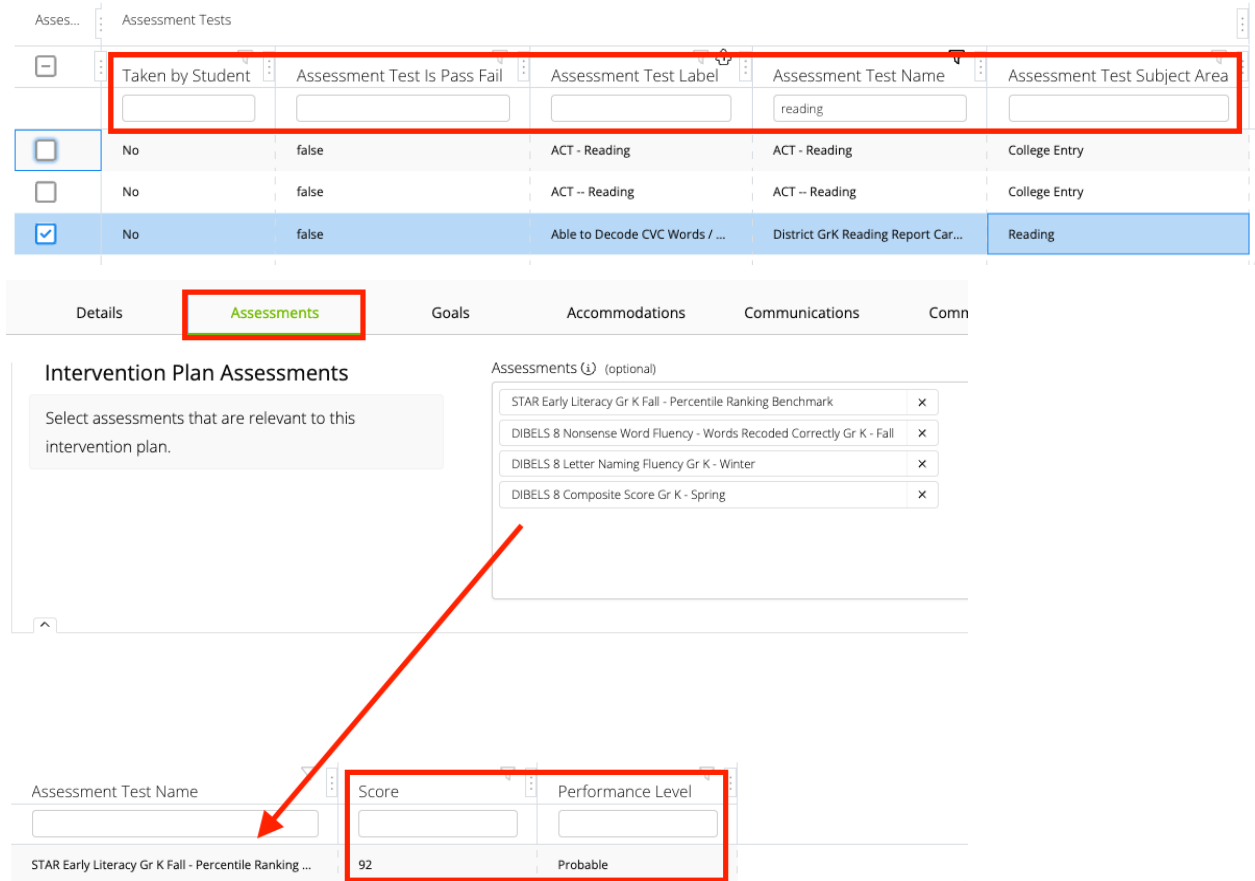
- a. Alternatively, if you completed a **Group Intervention Plan**, you may also locate the individual intervention plans under **Interventions >> My Intervention Plans** in the left navigation, then click the **pencil icon** in the **Label** column to continue.

EDUCATOR: MANAGE INTERVENTION PLAN

Early Warning Intervention - Adela Chang - Testing for Training

Details Assessments Goals Accommodations Communications Commitments Files Links Student Data Print Preview

- b. **Assessment tab:** Select assessments relevant to this intervention plan. Use the **filters** at the top of the columns to search the assessments. Assessments will be added and also appear in the data table below, which includes scores and performance levels.



Taken by Student	Assessment Test Is Pass Fail	Assessment Test Label	Assessment Test Name	Assessment Test Subject Area
No	false	ACT - Reading	ACT - Reading	College Entry
No	false	ACT -- Reading	ACT -- Reading	College Entry
☒	false	Able to Decode CVC Words / ...	District GrK Reading Report Car...	Reading

Details **Assessments** Goals Accommodations Communications Comn

Intervention Plan Assessments

Select assessments that are relevant to this intervention plan.

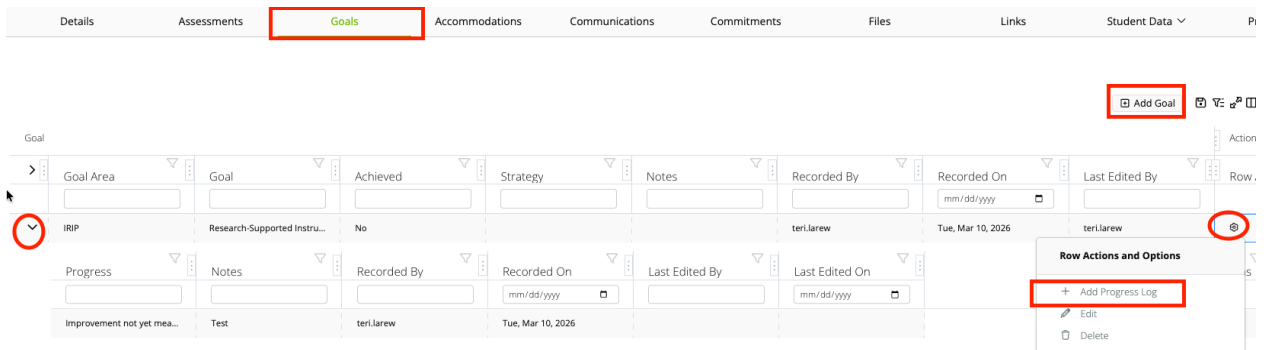
Assessments (4) (optional)

- STAR Early Literacy Gr K Fall - Percentile Ranking Benchmark
- DIBELS 8 Nonsense Word Fluency - Words Recoded Correctly Gr K - Fall
- DIBELS 8 Letter Naming Fluency Gr K - Winter
- DIBELS 8 Composite Score Gr K - Spring

Assessment Test Name

Score	Performance Level
92	Probable

- c. **Goals tab:** Use the **Add Goal** button in the top right to create a goal associated with this student's plan.



Details Assessments **Goals** Accommodations Communications Commitments Files Links Student Data ▾ Ph

Add Goal

Goal

Goal Area	Goal	Achieved	Strategy	Notes	Recorded By	Recorded On	Last Edited By	Action
IRIP	Research-Supported Instru...	No			teri.larew	Tue, Mar 10, 2026	teri.larew	
Progress	Notes	Recorded By	Recorded On	Last Edited By	Last Edited On			
Improvement not yet mea...	Test	teri.larew	Tue, Mar 10, 2026					

Row Actions and Options

- + Add Progress Log
- Edit
- Delete

- i. Select a **Goal Area** to filter the list of **Goals** and select an individual goal. By default, today's date is automatically entered for you, but may be edited. Type additional **Notes** specific to the student's goals and initiatives towards those goals. Optionally, select a **Goal Strategy** and click **Save**.

Add Intervention Plan Goal

First, select a Goal Subject Area. **Doing so**, will filter the list of Goals and allow you to select an individual goal selection. By default, today's date is automatically entered for you, but if you need to change the date to a previous date, you can. **Lastly**, you can type additional notes so get specific for the student's goals and initiatives towards those goals.

Goal Area (required) 

Goal (required) 

Goal Strategy (optional) 

Notes (optional)

Recorded On (required) 

- ii. Once the goal is created, click the **arrow** to the left to reveal the goal progress data table.
- iii. Use the **Row Actions** gear to the far right to periodically log the student's progress or achievement of the goal.

Goal Progress

Progress Selection (req) 

Progress Determination Notes (required)

- d. **Accommodations tab:** Add accommodations by clicking the **Add Accommodations** button in the top right. Add **Notes** to the right if applicable and click **Save**.

Details Assessments Goals **Accommodations** Communications Commitments Files Links Student Data Print Preview

Intervention Plan Accommodations (optional)



Notes (opt)

Accommodation Accommodation Type

Explicit instruction in phon... IRIP

Row Actions 

- e. **Communications tab:** Add communications by clicking the **Add Communication** button in the top-right corner and completing the form. (e.g., mail, parent-teacher conference, phone conference, send w/student, email, parent/student/teacher conference).

Details Assessments Goals Accommodations **Communications** Commitments Files Links Student Data Print Preview



Recorded By Recorded On Last Edited By Last Edited On Communication Met... Communication Sent to Parents Row Actions 

Parent Communication

Recorded Date (required) 

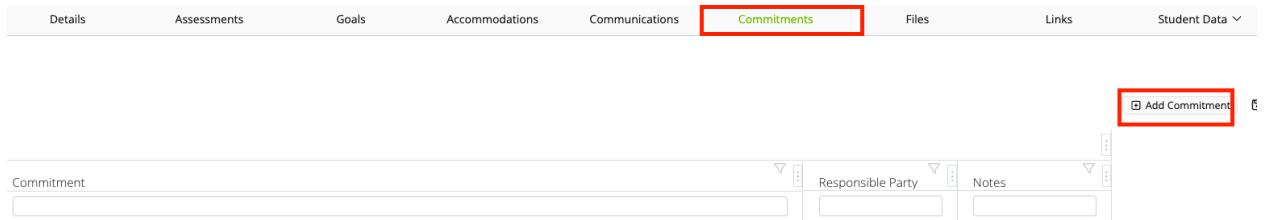
Last Edited Date 

Communication Method (required) 

Sent to Parent(s) (optional)

Communication (required)

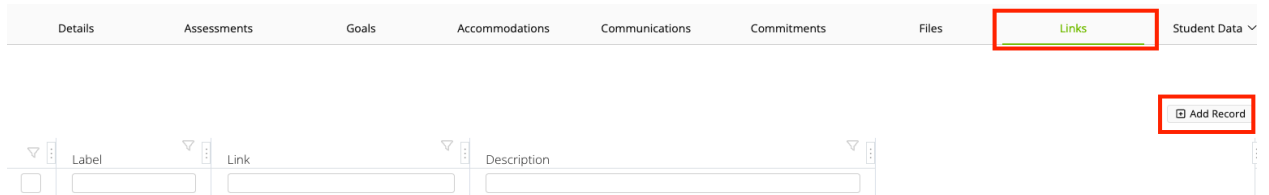
- f. **Commitments tab:** Add commitments by clicking on the **Add Commitment** button in the top right. Add school, parent/guardian, and student commitments, then add **Notes** if applicable.



- g. **Files tab:** Add files by clicking on the **Add Files button** in the top right. Upload any applicable files, such as a behavior or attendance plan, and add applicable **Notes**.

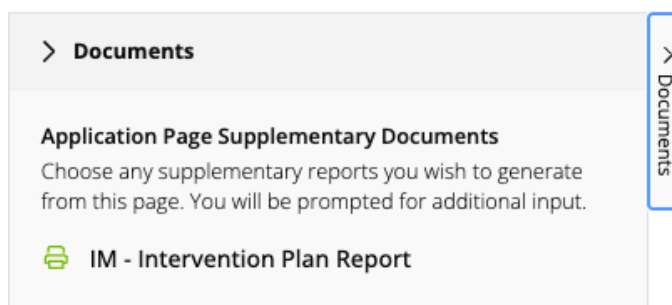


- h. **Links tab:** Add links by clicking on the **Add Record button** in the top right. Add URL links to any applicable websites, documents, or information that parents/guardians may need access to.



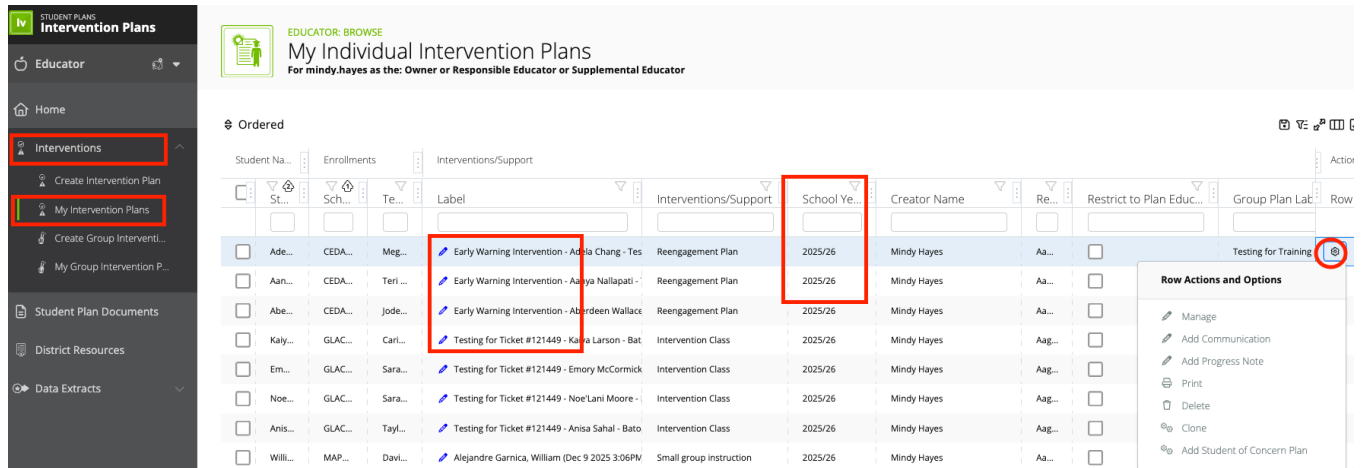
- i. **Student Data tab:** View read-only informational subpages.
- i. **Additional Services:** View the student's program and service enrollments for the current year.
 - ii. **Attendance History:** View the student's attendance history summary over all school years.
 - iii. **Languages:** View the student's home, native, and family preferred languages.
 - iv. **Students' Profile:** View the student's profile, including personal, contact, family, and other information.
- j. **Print Preview tab:** Print preview of the students' IRIP.

5. Open the **Document tray** to the left to print Intervention Plan Reports.

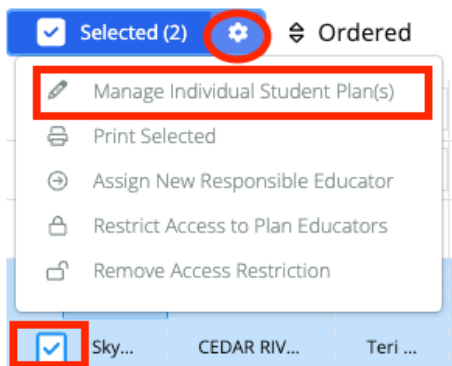


Access Intervention Plans IRIPs

- Start by selecting **Interventions** in the left navigation menu, then select **My Intervention Plans**. This table lists intervention plans for which you are named as the **Creator**, **Responsible Educator**, or **Supplemental Educator**.



- Click the **pencil icon** in the **Label column** of the chosen student to open or edit the plan.
- View historical plans by filtering the **School Year column**.
- Click the **Row Action gear** on the far right to **Manage**, **Add Communication**, **Add Progress Note**, **Print**, **Delete**, **Clone**, and **Add Student of Concern Plan**.
- To open multiple plans for management at once, select the checkbox(es) to the left of the student name.
 - Click the **Selected button gear** in the top left and choose **Manage Individual Student Plan(s)**.
 - Each student will have a tab at the top of the new pop-up window containing the entire plan. This will allow you to bounce between those students to edit their work.



- You may also **Print Selected**, **Assign New Responsible Educator**, **Add Supplemental Educator(s)**, **Remove Access Restrict** and **Restrict Access to Plan Educators** under the **Selected button gear**.
- Click **Interventions** in the left navigation, then choose **My Group Intervention Plans**. This table lists group intervention plans for which you are named as a creator, Responsible Educator, or Supplemental Educator.
 - Click the **pencil icon** in the **label column** to access the **Manage Group Intervention Plan page**.



- b. Click the **Row Action** gear to **Delete Group Plan (Only)**, **Delete Group Plan (+Student Plans)**, and **Manage**.

STUDENT PLANS
Intervention Plans

EDUCATOR
My Group Intervention Plan

Label	Creator Name	R...	School Year
Testing for Training	Mindy Hayes	Da...	2025/26
Testing for Ticket #1214	Mindy Hayes	Ba...	2025/26
Teting Ticket #110671 - 3	Mindy Hayes	Ma...	2025/26
Testing Plans Using Stati	Mindy Hayes	Ma...	2025/26

Row Actions and Options

- Delete Group Plan (ONLY)
- Delete Group Plan (+STUDENT PLANS)
- Manage